



Report to

WA State Office of Financial Management

Grants, Contracts and Loans Feasibility Study

Deliverable Expectations Document – Solution Risk Management Plan



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TABLE OF CONTENTS

1. Introduction	1
2. Approach	2
2.1. Deliverable Responsibility by Document Section	2
3. Assumptions	3
4. Deliverable Schedule	4
5. Deliverable Format	5
6. Acceptance Criteria	6
7. Deliverable Final Approval	7

Confidentiality/Validity

This document has been prepared by Sierra Systems for the sole purpose and exclusive use of WA State Office of Financial Management. Due to the confidential nature of the material in this document, its contents should not be discussed with, or disclosed to, third parties without the prior written consent of WA State Office of Financial Management.

1. INTRODUCTION

The Washington State Department of Ecology must replace its aged Contracts & Grants Management System that processed transactions totaling \$392 million in the 2003-2005 biennium. OFM has proposed that Ecology's replacement be directed into an enterprise system for Washington State to be used by multiple agencies for grants, contracts, and loans management. Benefits are avoidance of duplicative systems costs among agencies, cross-agency monitoring of projects, and improvement of core business practices. OFM is leading the effort, joined by the Departments of Ecology (ECY) and Community, Trade and Economic Development (CTED) as the first customers of the new system. An enterprise system is also mission-critical to CTED; it distributes over \$1.2 billion in new and existing contracts and loans through manual procedures and spreadsheets and seeks improved business practices and information systems.

This document is part of a feasibility study that will allow OFM, ECY and CTED to plan for an enterprise solution for grants, contracts and loans management (within the scope of this project) by documenting:

- The requirements for an enterprise grants, contracts and loans solution
- The business case for proceeding with such a solution
- The alternatives – and costs and benefits – for a solution and a recommended solution

And, for the recommended solution:

- A conceptual design
- A work plan
- A risk management plan

2. APPROACH

Risks in implementing the selected solution will have emerged throughout the project. We will document these in a risk management plan that includes the risk type, likelihood, impact and exposure as well as strategies for avoidance, mitigation and control.

In this document we will also include a description of the risk management cycle within an implementation project.

2.1. Deliverable Responsibility by Document Section

Section	Description	Resp.
Assessment of Project and Business Risk Factors and Mitigation Strategy		
Introduction		Baque
Purpose	Purpose of this document	
Background	Brief description of the project, the current business situation and business problems/issues	
Approach	Approach taken to complete this deliverable	
Sources	Sources of information for this deliverable	
Risk Management Cycle	Description of the risk management cycle for a project	Babington
Scope		Wilmot
Responsibilities	Description of roles and responsibilities for risk management during implementation	Wilmot
Risk Management Plan		Wilmot
Definitions	Definition of terms / values	
Risk Plan for each risk	Grid with risks, risk information and avoidance, mitigation and containment strategies for each	
Appendix A Revision Log	Log of all revisions to this document	
Appendix B Supplemental Materials		

3. ASSUMPTIONS

All assumptions in the Project Plan were made when determining the expectations of this deliverable.

4. DELIVERABLE SCHEDULE

This schedule includes the review and sign off tasks that are associated with completing this deliverable.

Task	Start Date	Completion Date
1. Risk Plan – Assessment of Project and Business Risk Factors and Mitigation Plan		3/31/06

5. DELIVERABLE FORMAT

The final deliverable will be a Word document delivered via email.

6. ACCEPTANCE CRITERIA

This section outlines the criteria that must be met in order for this deliverable to be considered complete. Prior to submission of this deliverable to OFM, the following criteria must be met.

- All sections are clear and accurate
- The document has been reviewed for quality by its agreed-upon approvers and has been found satisfactory

7. DELIVERABLE FINAL APPROVAL

The following are the required approvers of this deliverable. Approvers must select one of these dispositions after reviewing it:

1. I approve this deliverable and have no further questions or comments.
2. I conditionally approve this deliverable, contingent on the corrections below.

Approver: Sharon Novak	Disposition	Date
Approver: Allen Schmidt	Disposition	Date
Approver: Carol Baque	Disposition	Date

Comments: